

CODE ENFORCEMENT OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs field inspections of occupied and unoccupied properties to ensure compliance with applicable zoning, housing and nuisance codes and ordinances; resolves complaints; and performs various related technical duties.

SUPERVISION RECEIVED

Receives general supervision from Code Enforcement Supervisor and higher level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Inspects single family and multi-family homes, rental units, apartment buildings, commercial properties and vacant lots to determine compliance with current applicable zoning, housing, and nuisance codes, ordinances and regulations.
2. Responds to and investigates alleged violations as well as unreported hazards; interviews complainant and witnesses; collects evidence and documents violations; conducts follow-up inspections and issues notices of violation as necessary. Performs all required actions for accurate and complete case management.
3. Performs annual planning and zoning inspections to determine if approved use and conditional uses of property are in compliance. Reviews site plans and special use permit requirements to verify compliance. Performs all needed research and enforcement to ensure compliance with all applicable codes and ordinances.
4. Communicates all applicable code information, notifications and appeal processes in verbal and written form to all parties, tenants, owners, contractors and other agency representatives.
5. Conducts research to determine the approved conditional uses of property; researches ownership, compliance requirements, fees, legal process and other state, federal and local requirements necessary to enforce city codes.

CITY OF LAS VEGAS
Code Enforcement Officer (*continued*)

Essential Functions:

6. Issue misdemeanor citations or infractions to offenders, appear in court, give legal depositions, provide witness information, prepare administrative search warrants, prepare summons and complaint affidavits as required by City Attorney.
7. Responds to complaints, and inspects property for abandoned and inoperable vehicles.
8. Coordinates with other city departments and county agencies to address violations that require abatement, enforcement or penalties for non-compliance.
9. Maintains detailed, accurate and complete records, case files and reports of inspections and surveillance activities; performs a variety of record keeping, filing, indexing and other general clerical work.
10. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
11. Prepares reports and correspondence.
12. Prepares case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.

Marginal Functions:

1. Participates in special community events. Makes presentations to the public about zoning and nuisance codes and ordinances and related city resources.
2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable city, state and federal codes, ordinances and regulations related to zoning, nuisance requirements and International Code Council (ICC) Housing and Property Maintenance Codes.

Principles and techniques of inspection.

Operational characteristics, services and activities of a code enforcement program.

Methods and techniques of conflict resolution.

Advanced construction methods used in building and related structures.

CITY OF LAS VEGAS
Code Enforcement Officer (*continued*)

Skills in:

Using Hansen or other computer applications and operating computer equipment relative to area of assignment.

Working with diverse cultural and socioeconomic groups using tact, discretion, initiative and independent judgment within established guidelines.

Operating modern office equipment, including computers.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and enforcing applicable city, state and federal codes, ordinances and regulations related to zoning, nuisance, housing code and property maintenance issues.

Enforcing proper zoning, nuisance, health and safety requirements.

Establishing and meeting critical deadlines, compiling and collecting data, establishing priorities, organizing workload, and conducting necessary follow-up activities with minimal supervision.

Experience and Training Requirements

Experience:

Two years of work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations related to housing, zoning, and nuisance, including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to two years of college-level course work in construction technology, pre-engineering, business administration, criminal justice or a related field.

Additional specialized training in building codes and zoning regulations is desirable.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), or Zoning Inspector certification, issued by the International Code Council (ICC), within six months of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Code Enforcement Officer (*continued*)

License or Certificate

Possession of a Housing and Property Maintenance certification, issued by the American Association of Code Enforcement (AACE), or Property Maintenance and Housing Inspector certification, issued by the International Code Council (ICC), within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in or on public or private property, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals. May be exposed to hostile individuals.

Equipment Used: City vehicle, radio, measuring equipment, telephone, printer, camera, computer and vehicle cones.

Personal Protective Equipment (PPE): Safety shoes, hardhat, hearing protection, safety glasses, gloves.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, maintaining safe work environment.

CITY OF LAS VEGAS
Code Enforcement Officer (*continued*)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for: Making observations.
Communicating with others. Reading and writing. Operating assigned equipment.

Maintaining mental capacity which allows the capability of: Making sound decisions.
Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL
REV 11/8/11 [formerly Code Enforcement Officer I/II (X)]
FLSA & City: nonexempt
CSB 11/23/11